

Multi-Location Appointments (MLA)

Multi-location appointments are needed when an employee will be employed by two or more UC locations simultaneously. The location at which the employee holds their primary employment is the home location. The location that employs the employee on an additional basis is the host location.

All MLAs are submitted to HR Operations for final campus approval and processing.

For questions about the MLA process, please email ersohrops@erso.berkeley.edu

Campus to Campus Process

Step	Owner	Process
1	Host Location Requestor	<ul style="list-style-type: none">• Works with employee's home campus to get the home location details on the MLA form completed• Completes host location section on form• Gets "Host Location Fund Source Authorization" signature• Sends MLA to home location for approval
2	Home Location Approvers	<ul style="list-style-type: none">• Reviews MLA Form• Obtains home location approval (Dean's Office/APO for academic or HR for staff)• Sends approved MLA back to host location requestor
3	Host Campus Approvers	<ul style="list-style-type: none">• Reviews MLA Form• Obtains host campus approval (Dean's Office/APO for academic or HR for staff)• Sends approved MLA form to Host Campus for processing• Sends signed MLA to home location for their records
4	Host Campus Department	<ul style="list-style-type: none">• Requests UCPATH record reduction on home campus record (if applicable)• Submits concurrent appointment in UCPATH• Updates funding entry with appropriate chartstring• Requests pay for employee if MLA was approved retroactively

Campus (Host) to Lab (Home)

Step	Owner	Process
1	Campus Requestor	<ul style="list-style-type: none">• Works with the lab to get the home location details on the MLA form completed• Completes host location section on form• Gets “Host Location Fund Source Authorization” signature• Sends completed MLA form to the lab for approval
2	Lab	<ul style="list-style-type: none">• Reviews MLA Form• Obtains appropriate approvals• Sends approved MLA back to host campus contact for campus approval
3	Campus Approver (APO or HR)	<ul style="list-style-type: none">• Reviews MLA Form• Approves MLA form• Sends MLA form to host campus department for processing• Sends approved MLA to the lab for their records
4	Campus Fund Manager	<ul style="list-style-type: none">• Submits purchase order (PO) to the lab for lab employee’s work
5	Lab	<ul style="list-style-type: none">• Pays employee using funding provided from PO